

EMERGENCY RESPONSE PROTOCOLS



EMERGENCY RESPONSE

MEDICAL EMERGENCY



1. Evaluate the scene to ensure it is safe to render aid. If the scene is not safe, isolate the area and call 9-1-1.
2. If safe to render aid, approach the victim and assess the severity of the situation and injuries.
3. Direct a person to advise school administrators and to call 9-1-1 and to wait to direct emergency services personnel to the scene.
4. If trained, provide the appropriate First Aid response protocol as needed and wait until the medical professionals arrive to take over command of the scene.
5. Provide information regarding nature of injuries and treatment given to emergency services personnel.
6. Be available to accompany the injured to the hospital if needed or ensure an adult accompanies the injured to the hospital.

MEDICAL EMERGENCY

EMERGENCY RESPONSE SHELTER IN PLACE



1. Collect emergency supplies and class roster. Take account of students and conduct quick sweep of the areas of responsibility.
2. Guide students to the designated shelter in place location based on the threat. Weather and Hazmat sheltering locations may be different. The situation will dictate proper shelter locations.
3. Account for all the students and report any accountability issues to a supervisor.
4. Be prepared to assist with the sealing of windows, doors and vents.
5. Be prepared to assist with potential follow-up activities such as evacuation, relocation, reunification or a return to the classroom.
6. Shelter in place shelter in place

SHELTER IN PLACE

EMERGENCY RESPONSE

EVACUATE



1. Collect emergency supplies, class roster and emergency contact lists.
2. Account for all students and prepare to evacuate.
3. Check possible hiding areas and perform a sweep of areas of responsibility.
4. Guide students out of the building via either the primary or secondary evacuation route. If not safe, consider other means of evacuation.
5. Report to designated safe gathering area.
6. Take immediate face/name account of all the students at the gathering area and immediately report any accountability issues to a supervisor.
7. Provide or arrange for medical treatment for any students if necessary.
8. Be prepared to assist with potential follow-up activities such as relocation, reunification or the return to the building.

EVACUATE

EMERGENCY RESPONSE LOCKOUT



1. Guide students inside the building, preferably to an area behind a lockable door.
2. Ensure all exterior classroom doors and windows are locked.
3. Continue with normal activities, but consider closing blinds and shades.
4. Remain observant for any outside threats or danger.
5. Be prepared to initiate lockdown or evacuation protocols if necessary.

LOCKOUT

EMERGENCY RESPONSE LOCKDOWN



1. If you see the need, alert the building to lockdown. Use designated alert or plain language voice alert if necessary.
2. Guide all students in your vicinity inside the nearest classroom or other space that can be secured.
3. Lock or barricade all doors.
4. Secure and cover all windows
5. Guide students to an area in the room that provides cover or concealment.
6. Notify 911. Inform them of observations and status of people in your room including injuries.
7. Keep the students low and ensure they maintain cover and/or concealment.
8. Identify objects that could be used as improvised weapons.
9. Remain locked down until removed by Police or a Supervisor gives an 'All Clear' signal. Direct students/people with you to put hands up when exiting.

LOCKDOWN

EMERGENCY RESPONSE LOCKDOWN

Lockdown will be initiated when there is a threat to occupants inside the building.

Use designated alert or plain language voice alert.

Assess the situation and choose one of the following safety protocols:

Please note that these recommendations are in no particular order and are concepts that should be applied based on the situation you encounter.

SECURE

S

Direct students and visitors to a room or area that can be secured by locking or barricading the door. Use available means to secure the door and find cover or concealment for yourself and the students.

EVACUATE

E

If you have the opportunity, consider evacuation with the students/visitors in your area. Listen for evidence of where the attack is taking place to determine if evacuation is possible. Stopped shooting does not mean it's over and consider the possibility of a secondary attack or multiple attackers.

CONFRONT

C

If you are confronted with the attacker and you cannot readily secure or evacuate, you should be prepared to confront the attacker with physical violence.

LOCKDOWN